

599506/14/05

Revised

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

TITLE: **ARCHIVIST**

DEFINITION

Under general supervision, to perform a variety of professional archival work; to supervise the daily operations of the Riverside Metropolitan Museum's archival collections; to provide assistance to technical staff and the public in maximizing the use of specialized historic resources; and to perform other related duties as required.

REPORTS TO: Museum Director

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Museum Director. May exercise technical and functional supervision over volunteers, para-professional, technical, and administrative support staff.

EXAMPLES OF DUTIES

Duties may include, but are not limited to the following:

- Plan, schedule, supervise, and participate fully in the day-to-day operations of a small sized work unit, participate in the development of work plans and goals; develop and administer section budget; make recommendations for future budget needs.
- Supervise the mechanical maintenance and physical upkeep of the section.
- Interview and select staff; schedule, assign, train, review, and correct the work of assigned staff including Museum Assistants and Interns.
- Interview, select, schedule, assign, train, and correct the work of volunteers.
- Perform a variety of professional tasks in a specialized function such as local history or archival processing and preservation.
- Develop special projects, programs, and services for clientele.
- Provide service to schools and community organizations within the community; attend community meetings and give presentations to community groups; serve on special committees and engage in public relations activities.
- Monitor budget for fund availability; select and requisition archival supplies, and office equipment and supplies.
- Research and prepare materials for grant applications on a local, state, or national level.
- Develop and maintain a subject area collection; enhance collection by searching for information concerning additions, replacements, and withdrawals; perform other inventory maintenance tasks as needed.
- Provide necessary maintenance, preservation, restoration, and collection records of specialized materials.
- Make decisions on the disposition of outdated materials within assigned subject area.
- Develop, implement, and conduct a variety of collection related educational programs and activities, including tours and instructional classes in a area of specialty.

- Participate in the preparation and presentation of workshops and training for staff development.
- Prepare finding aids and special indexes; prepare exhibits.
- Respond to difficult or technical reference and information questions; assisting and instructing customers in making effective use of the collection.
- Supervise the completion of a variety of complex clerical duties.
- Direct and participate in the maintenance of various files and records; prepare regular and special statistical and narrative reports.
- Read professional publications.

QUALIFICATIONS

Knowledge of:

- Current techniques and methods of archival processing and materials collection, preparation, preservation, and exhibition.
- Principles and techniques for research, archival processing, classification, indexing, and organization of archival and historical materials.
- Modern office methods, procedures, and equipment; principles of record keeping and report writing.
- Computer equipment, spreadsheets, database programs, and word processing.
- Principles of personnel management including supervision, training, and performance evaluation.
- Principles of public relations.

Ability to:

- Work independently in the collection, processing, preservation, interpretation, and presentation of materials.
- Interview and select staff and volunteers; organize work; supervise, train, and evaluate assigned staff; work effectively with staff and volunteers.
- Plan, organize, and direct a specialized subject area.
- Perform complex reference assistance; assist customers in the location and use of library and archival resources.
- Establish and maintain cooperative relationships with those contacted in the course of work.
- Operate office machines, computers, and specialized equipment.
- Communicate effectively orally and in writing; prepare and present comprehensive and clear, oral and written reports.
- Promote interest in section services; develop and conduct archival educational programs and activities.
- Read and interpret complex written materials.
- Maintain physical upkeep of the section.
- Lift 20-50 pounds (as required of some positions).

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: A Master's from an accredited college or university with major work in archives management, historic resources management, history, local history or a closely related field

or

A Master's Degree of Library Science Degree with major work in archives management from an accredited college or university.

Experience: Two years of experience in the collection, preservation, interpretation and presentation of materials for Museum exhibits, and provision of access to original source archives.

MEDICAL CATEGORY: Group 1

NECESSARY SPECIAL REQUIREMENT

Possession of an appropriate, valid class "C" California Motor Vehicle Operator's License.

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Archivist

TO: Senior Archivist